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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3430.1C**

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(NASA Only)

## **Subject: NASA Employee Performance Communication System (EPCS) - Change 6 (10/29/10)**

**Responsible Office: Office of Human Capital Management**

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## **CHAPTER 4. Basic Provisions**

4.1 The Agency-wide performance appraisal period shall be from May 1 through April 30.

4.2 The Rating Official must establish a written performance plan at the beginning of each appraisal period (normally within 30 days) or within 30 days of an employee's assignment to a position or to a set of duties.

4.3 Performance plans:

4.3.1 Must identify the performance goals and objectives of the employee's organization for the appraisal period to which he/she will contribute.

4.3.2 For supervisory employees, must include the performance elements and standards identified in Appendix A. Both elements are critical, and the PPFO element must link to and support the achievement of the organization's goals and objectives.

4.3.3 For nonsupervisory employees, must include the performance elements and standards identified in Appendix B. The performance plan may include both critical and non-critical elements; however, the PPFO element must be critical and link to and support achieving the organization's goals and objectives.

4.3.4 May include additional performance elements and standards at the discretion of the Rating Official.

4.4 Team or organizational performance expectations can be established as a non-critical element.

4.5 Each element must include a sufficient number of performance standards to clearly communicate to the employee the performance expectations for that element. The performance standards must be measurable and focused on results.

4.6 The minimum period an employee must work under a performance plan before receiving a performance summary rating (Rating of Record) is 90 calendar days.

4.7 The Rating Official must conduct and document a progress review with each employee at least once during the appraisal period (normally midpoint of the appraisal period). If at midpoint in the appraisal period an employee has been under a performance plan for less than 90 days, a midterm review may be conducted or delayed until such time when the employee has had a sufficient opportunity to perform.

4.8 Each performance element that the employee has had an opportunity to perform must be appraised as Significantly Exceeds Expectations, Exceeds Expectations, Meets Expectations, Needs Improvement, or Fails to Meet Expectations.

4.9 Performance in one or more critical elements that Fails to Meet Expectations shall be the basis for an action to reassign the employee or initiate an adverse action (e.g., reduction in grade or removal) against the employee, but only after the employee has been given a period of time to improve his/her performance. The minimum Performance Improvement Period (PIP) is 30 calendar days.

4.10 An employee's overall performance must be appraised at one of five performance summary rating levels (Pattern H)--Unacceptable (Level 1), Needs Improvement

(Level 2), Fully Successful (Level 3), Accomplished (Level 4), or Distinguished

(Level 5) (5 C.F.R. S 430.208(d)).

4.11 An employee shall be given a Rating of Record on an annual basis after the end of the appraisal period (generally within 30 days) except in specific circumstances when it is not appropriate to do so. For example, an employee has not been under a performance plan for the minimum appraisal period (90 days) at the end of the appraisal period; or an employee is on a PIP at the end of the appraisal period and the opportunity to demonstrate acceptable performance, as specified in the PIP, has not elapsed.

4.12 There is no limit on the number of or a quota for Distinguished performance summary ratings. Every employee shall have an opportunity to demonstrate performance that meets, exceeds, or significantly exceeds the expectations in his/her performance plan; however, only those whose performance significantly exceeds expectations shall merit the performance summary rating of Distinguished.

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